

Freedom of Information Publication Scheme

Information available from Jeffreyton Community Council under the Model Publication Scheme

Information to be published	How it can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only</i>	On request to the Council Clerk Tel: 07392 462735 Email: clerk@jeffreystoncommunitycouncil.gov.uk	5 pence per page copied plus postage. In cases where a large bulk of papers is requested, a charge may be levied for the time of the Clerk in processing the request
Who is on the Council? Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used)) <i>Current and previous financial year as a minimum</i> Staffing structure	Contact Clerk, as above The council employs a singleton clerk	As above
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Contact Clerk, as above	
Annual return form and report by auditor	Contact Clerk, as above	£1 for each copy
Finalised budget	Contact Clerk, as above	
Precept	Contact Clerk, as above	
Financial / Standing Orders / Regulations	Contact Clerk, as above	
Grants given and received	Contact Clerk, as above	
Members' Allowances and Expenses	Contact Clerk, as above	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		

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Community Plan (<i>current and previous year as a minimum</i>)	Not applicable	
Local charters drawn up in accordance with WAG & OVW guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>		
Timetable of meetings	Contact Clerk, as above	
Agendas of meetings	Contact Clerk, as above	
Minutes of meetings	Contact Clerk, as above	
Reports present to council meetings (Excluding information regarded as private)	Contact Clerk, as above	
Responses to consultation papers	Contact Clerk, as above	
Responses to planning applications	Contact Clerk, as above	
Class 5 – Our policies and procedures Current written protocols, policies and procedures and responsibilities <i>Current information only</i>		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Contact Clerk, as above	
Policies and procedures for the employment of staff: Equality and diversity policy Health and safety policy. Recruitment Policies (including current vacancies)	Contact Clerk, as above	

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Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security Policy	Contact Clerk, as above	
Records of management policies (records retention, destruction and archive)	Contact Clerk, as above	
Data Protection Policy	Contact Clerk, as above	
Schedule of charges (for the publication of information)	Contact Clerk, as above	
Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact Clerk, as above	
Assets Register	Contact Clerk, as above	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	Contact Clerk, as above	
Register of Members' Interests	Contact Clerk, as above	
Register of Gifts & Hospitality	Contact Clerk, as above	
Class 7 – The services we offer (Information about the services we offer, including leaflets,	Contact Clerk, as above	

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guidance and newsletters produced for the public and businesses) <i>Current information only</i>		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Contact Clerk, as above	
Schedule of Charges		
Type	Description	Charge
Disbursement Cost	Photocopying @ ..p per sheet (black & white)	5 pence per copy
	Photocopying @ ..p per sheet (colour)	Actual Cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		None
Other		Clerk's time for bulk enquiries

Chairman:

Clerk:

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